

SC4 Quality Committee Plenary

Allison Barnard Feeney
NIST

1998-01-22

QCN043

1

Agenda

- Recap of Conveners/PPC Meeting
- Team status reports
- Issues
 - Transition plan progress
 - Training program development
 - 5-year plan
- Review of team tasks
 - status, overlap, how to improve productivity?
- Plans for the week

1998-01-22

QCN043

2

Team Status

- Process Improvement Sheila Lewis
- Methods and Metrics Julian Fowler
 - SD Tiger Team Julian Fowler/Rob Anderson
- Production Support Jesse Crusey
 - Status of AP projects' QC contributions/outstanding hours for QC 1998-99 tasks
- Change Management Dick Wandmacher

1998-01-22

QCN043

3

Schedule for the Week

- ♦ ISO 9000 Training 5-7 Monday
- ♦ Methods and Metrics
 - With WG12 3:30-5 Monday
 - Team meeting 1-5 Wednesday
- ♦ Production Support Tuesday-Friday
- ♦ Change Management 5-7 Wednesday
- ♦ Team Leaders 4:30-5 Thursday
- ♦ Process Improvement 8-10 Friday

1998-01-22

QCN043

4

Quality Committee -- Tasks

- provide technical co-ordination of Quality Committee resources and team activities;
- manage tasking of SC4 project team members assigned to the Quality Committee, including: assign tasks, track resource contribution levels, assess the quality of the resource contribution, report to SC4; and
- document goals and objectives of the Quality Committee and provide revisions to the SC4 Organization Handbook.

1998-01-22

QCN043

5

Process Improvement -- Tasks

- document as-is processes employed in the development of STEP standards and documents. Ascertain value to other SC4 standards and methods documents;
- conduct a review of existing procedures and documentation to identify duplication of effort and possible improvement;
- develop quality objectives for SC4;
- define to-be processes to be employed in the development of SC4 standards and methods documents;
- provide input to WG10 for improvements to SC4 technical architecture, AP interoperability, and SC4 standing documents;
- provide agreed-upon changes in process to the Methods and Metrics Team for inclusion in SC4 standing documents, and for the development of metrics

1998-01-22

QCN043

6

Methods and Metrics -- Tasks

- develop and document quality procedures for SC4 project deliverables. Obtain review and approval of SC4 community;
- document and maintain quality procedures and documentation guidelines as one or more SC4 standing documents. Ensure consistency across development procedures and guidelines documents;
- identify voids in methods documentation needed to produce SC4 project deliverables;
- address issues on SC4 methods documents in conjunction with appropriate working groups;
- develop metrics for assessing quality of SC4 products and provide to project team and reviewers

1998-01-22

QCN043

7

Production Support -- Tasks

- provide Qualification, Integration and Editing (QIE) sign-offs according to current procedures;
- manage QIE sign-off review process, including assign tasks, track resource contribution levels, assess the quality of the resource contribution, report to the Quality Committee Convener;
- develop and implement transition plan for transferring responsibility for quality reviews to working groups and projects;
- develop and implement transition plan for applying STEP quality review procedures to other SC4 standards;
- assure quality of SC4 project deliverables, including standards, standing documents and technical reports in accordance with metrics provided by Methods and Metrics team as such metrics become available;

1998-01-22

QCN043

8

Production Support -- Tasks

- provide quality assessment reports on documents prepared for ballot to SC4 secretariat and project leaders;
- *write manuals on conducting quality reviews for SC4 products;*
- establish and implement a formal process for collecting quality related issues (non-SEDS). Manage the assignment of and ensure closure for resolutions of any issue;
- identify SC4 projects training requirements and provide training opportunities that facilitate the production of high quality project deliverables. Training will include, but is not limited to: Editing, Supplementary Directives, AP Development, ATS Development, EXPRESS Usage.

1998-01-22

QCN043

9

Change Management -- Tasks

- recommend the form of changes to existing SC4 Standards in conformance with ISO Directives: New Edition, Technical Corrigendum, Amendment, or New Work Item;
- scope New Editions, Technical Corrigenda, Amendments, and New Work Items based on SEDS reports for SC4 approval;
- recommend publication timing and effectivity of New Editions, Technical Corrigenda, Amendments, and New Work Items;
- update and maintain SEDS procedures in conjunction with the SC4 Secretariat and document as an SC4 standing document;
- provide recommendations based on minimising any adverse effect on implementors and users of SC4 standards, while maintaining their high quality.

1998-01-22

QCN043

10